

Materials Returns Form

To be Emailed or faxed to head office BEFORE any goods are returned to warehouse

Returns NO: (call head office for number)	RET-195
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Job No:	F26918	Date:	24/06/2019
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Customer Name:	Shina Shoai
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Materials:	Silk Luxury LV-104 (Cannes)
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Colour:	LV-104 (150301 Oxford Gray)
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Original Size(s): Length(s) x Width(s)	5.00m x 5m
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Fitted or Cut:	NOT FITTED	If Cut Number of Pieces:	
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Reason for return:

Carpet has been ordered short – should be 5.50m x 5m
Joost from ITC has agreed to take back with £240.50 charge + VAT

Supplier:	ITC	Supplier Reference:	304306
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Authorised By:	Joost
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Labour/Charges to Debit:	
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Date returned to Warehouse:	
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Supplier Notified: (Date & Name)	
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Warehouse Notes or Comments

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NO GOODS TO BE RETURNED TO WAREHOUSE WITHOUT RETURNS NUMBER